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MINUTES

MEDICAL STAFF CAREER SERVICE BOARD

Wednesday, 24 July 1957

Present: DC/MS - Chairman
C/PD - Voting Member
C/PCD - Voting Member
C/TSD - Voting Member
Personnel Placement Officer
AC/ASD - Acting Executive Secretary
Secretary to C/MS - Recording Secretary

25X1A9a

1. Minutes of Previous Meeting

The Minutes of the Medical Staff Career Service Board Meeting of 3 July 1957 were approved by the Members as written.

2. Assignments

The Acting Executive Secretary announced the following assignments were accomplished on telephonic approval of the Members:

25X1A9a a. [REDACTED], GS-10, to the position of Instructor, Medical Technical Fields;

25X1A9a b. [REDACTED], GS-9, to the position of Physical Requirements Officer; and

25X1A9a c. [REDACTED] Jr., GS-10, to the position of Medical Technician (Supply) at the [REDACTED] warehouse, on an interim basis. 25X1A6a

3. Promotions

25X1A9a a. [REDACTED] GS-9, Medical Technician. DC/MS informed the Board that, as a result of Career Service Board decision of 14 June 1957, [REDACTED] supervisor, [REDACTED] was notified that the Competitive Evaluation Panel had rated him No. 1 of all SD:SM Medical Technician Personnel in Grade GS-9 and requested recommendation with regard to promotion of [REDACTED]. The Acting Executive Secretary reviewed the reply to this request in which promotion was recommended to GS-11. However, in keeping with Medical Staff policy of one grade promotions, the Acting Executive Secretary recommended promotion to GS-10. The Board Members approved this recommendation.

25X1A9a b. [REDACTED] GS-9, Instructor (Medical Technical Fields). The Acting Executive Secretary re-introduced C/PCD's recommendation for promotion of [REDACTED] to GS-11 which was deferred by the Board at its [REDACTED] 25X1A9a

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25X1A9a meeting of 29 May 1957. It was also noted that, in order to accomplish this promotion, [REDACTED] would have to be transferred to the position of Medical Technical Assistant, PCD. The Acting Executive Secretary recommended concurrent transfer to this position and promotion to GS-10 in keeping with Medical Staff policy. C/PCD re-emphasized his desire for promotion of [REDACTED] to GS-11 rather than GS-10; however, the other Members felt that the one-step policy should apply in this case as it has to most other cases. After discussion of this matter, the Members unanimously approved the transfer and promotion to GS-10.

25X1A9a c. [REDACTED] GS-6, Medical Technician. The Acting Executive Secretary reviewed a request, initiated by [REDACTED], for promotion of 25X1A9a [REDACTED] from GS-6 to GS-7. The Acting Executive Secretary recommended approval of promotion to GS-7; the Board Members concurred in this recommendation.

25X1A9a d. [REDACTED] GS-5, Secretary-Stenographer. The Acting Executive Secretary presented a recommendation from C/PCD for promotion of [REDACTED] to GS-6. This recommendation was approved by the 25X1A9a Members.

4. Request for Transfer Within the Agency

25X1A9a The Acting Executive Secretary reviewed a request dated 7 May 1957 from [REDACTED] GS-5, Secretary-Stenographer, for permission to seek employment with another component of the Agency. The Acting Executive Secretary recommended the Career Service Board concur in this request subject to the assignment of a replacement before transfer is accomplished; the Board Members approved this recommendation and [REDACTED] will be 25X1A9a referred to the Personnel Placement Officer who will initiate appropriate action.

5. Review of Fitness Reports

a. The Acting Executive Secretary reviewed in detail Fitness Reports recently received on the following personnel:

25X1A9a [REDACTED] 1 Technician
[REDACTED] ical Technician
[REDACTED] Medical Technician

b. Receipt of Fitness Reports on the following personnel was noted:

25X1A9a [REDACTED] S-7, Nurse
[REDACTED] -5, Secretary-Stenographer
[REDACTED] S-5, Secretary-Stenographer
[REDACTED] GS-5, Clerk

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6. Request for Extension

25X1A9a The Acting Executive Secretary introduced the subject of [REDACTED] 25X1A9a
[REDACTED] request for extension of his tour of duty at [REDACTED] from 25X1A6a
April 1958 to 15 June 1959. This matter had been deferred pending
return of C/PCD from TDY during which the matter was discussed with Dr.
25X1A9a [REDACTED] supervisor. C/PCD reported that this request was
based on the fact that the Subject's wife wished to complete a full two-
year tour in a position to which she had recently transferred and that
25X1A9a [REDACTED] had concurred in the request for extension also on this basis.
The Acting Executive Secretary recommended [REDACTED] tour be extended 25X1A
until 15 July 1958, as he felt other Medical Staff personnel should be
afforded the opportunity for experience in operational activities pro-
vided by this assignment. This action would also enable [REDACTED] 25X1A9
to complete a two-year tour of overseas duty and their children to com-
plete a full school year. The Board Members concurred in this recom-
mendation.

7. Letter of Appreciation

25X1A9a The Acting Executive Secretary reviewed a memorandum from the Chief,
Near East and Africa Division, expressing appreciation for services
rendered by [REDACTED] USPHS, Medical Officer.

8. Review of Training Evaluation Reports

C/PCD reviewed Training Evaluation Reports on the following personnel:

25X1A9a

[REDACTED], MC-USAR, Medical Officer - Operations
(partially completed);
[REDACTED] 4, Medical Officer - Operations Support
[REDACTED] r., Lt., USNR (MC), Medical Officer -
[REDACTED] t Course (comprehensive form);
[REDACTED] ew, GS-7, Medical Technician - Intelligence
[REDACTED] e;
[REDACTED] GS-10, Administrative Officer - Information
[REDACTED] s, and Requirements Course.

MS/mam

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